CLASSROOM TIMESAVERS

By: STEVAN KRAJNJAN

Year: _____

Classroom TIMESAVERS

THIS BOOK BELONGS TO:

_____

School: _____

Address: _____

Telephone: _____

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Homework Completion

- Assignments are **completed by due dates**, and (*sometimes/ usually/ always/ consistently*) **display care** and effort. (**G**)

&

- _____ has (*sometimes/ often*) **neglected to submit assignments** by due date. (**G**,**N**)

&

- _____ **completes** homework **on time** and **with care**. (**P**)
- **Assignments** are completed **with care** and **effort** by due dates. (**P**)
- It is noted that **homework completion** was **more consistent** this term. (**P**)
- _____ always **completes homework with effort** and **diligence**. (**P**)
- _____ often **completes** his/her homework **on time** and with care. (**P**)
- _____ **puts forth a consistent effort** to complete homework on time. (**P**)
- _____ **consistently completes** assignments **on time** and **with care**. (**P**)
- _____ **accepts responsibility** for completing tasks on time and with care. (**P**)
- _____ **consistently finishes** homework assignments on time and with care. (**P**)
- Assignments are **completed** by due dates, usually with **satisfactory care** and **effort**. (**P**)
- **Majority** of assignments are completed by due dates, with satisfactory care and effort. (**P**)
- _____ **consistently completes** and submits all assignments for evaluation **on time**. (**P**)
- _____ **completes** assignments by due dates, but **not always to the best of** his/her **ability**. (**P**)
- _____ **consistently completes** assignments on time and with care. He/she **works well** without supervision as he/she **is able to follow routines** and instructions independently. (**P**)

Substitute Teacher Instructions

Classroom Teacher: _____Class: _____ Room: _____ Home Tel: _____

School: _____ Tel: _____ Fax: _____

Principal: _____

Vice Principal: _____

Secretary: _____

WHERE THINGS ARE:

Lesson Plans: _____

Keys: _____

Teacher's **Binder**: _____

Manuals/Curriculum Guides: _____

Long Range Plans: _____

Class **List**, Seating **Plan**: _____

Attendance Folder: _____

Photocopy Machine: _____ Access Number: _____

School **Timetable**: _____

Teacher **Timetable**: _____

Class **Supplies**: _____

The "**Office**" **button**:_____

Custodian's Room: _____

Audio Visual Equipment: _____

Staff **Restroom**: _____

Chalk, Pencils Paper, etc., _____

For **additional help** please contact this **teacher**: _____ Room: _____

Reliable students that can further assist you: _____ _____

Teacher's Lounge/ **Staff Room :** _____

Single Lesson Plan

Date: _____ Period: ____

LESSON TITLE: _____

SUBJECT: _____ Level/Grade: _____**Length:** _____

GENERAL EXPECTATIONS: _____

SPECIFIC EXPECTATIONS: _____

LESSON PLAN STEPS:

Introduction: _____

_____

2._____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Conclusion: _____

_____

ASSIGNMENT: _____

_____

MATERIALS: _____

_____

_____

AUDIO-VISUAL: _____

ENRICHMENT / EXTENSION: _____

_____

ASSESSMENT: _____

PHOTOCOPY: _____

MANAGEMENT & NOTES: _____

_____

_____

_____

SINGLE SUBJECT

Weekly Lesson Plans

Teacher: _____

WEEK OF: _____

MONDAY	**DATE**:	**LESSON**:	**Objective:**		Photocopy: **Supervision** Duties:
	Day:		Materials & Resources:		
	Classes:				
TUESDAY	**DATE**:	**LESSON**:	**Objective:**		Photocopy: **Supervision** Duties:
	Day:		Materials & Resources:		
	Classes:				
WEDNESDAY	**DATE**:	**LESSON**:	**Objective:**		Photocopy: **Supervision** Duties:
	Day:		Materials & Resources:		
	Classes:				
THURSDAY	**DATE**:	**LESSON**:	**Objective:**		Photocopy: **Supervision** Duties:
	Day:		Materials & Resources:		
	Classes:				
FRIDAY	**DATE**:	**LESSON**:	**Objective:**		Photocopy: **Supervision** Duties:
	Day:		Materials & Resources:		
	Classes:				

PARENT/GUARDIAN

I.E.P. Questionnaire

Student: _____

Date: _____

To assist in developing your child's **Individual Education Plan**, you are invited to answer the following questions. Please return the form to _____by: _____

1. What are your child's **strengths**? _____

2. What do you feel are your child's **academic needs**? _____

3. Does your child follow directions at home? _____

4. What have you found works best in getting a chore or task done at home? _____

5. Does you child like school? Why or why not? _____

6. What are some academic goals that you have for your child this year?

7. What steps are you prepared to take to improve or support your child's learning environment?

8. What social gains would you like to see made by your child by the end of the school year? _____

9. Are there any health concerns/medications your child is currently taking that the teacher should be aware of?

8. Other concerns/comments:

Date: _____ Parent/Guardian Signature _____

CLASSROOM INCIDENT REPORT

A NOTE to the PRINCIPAL

_____ **has been instructed to leave the classroom** and go directly to the school office for the following **reason**/s:

✓ ✓

- **refusing** to follow instructions ____
- **interfering** with a lesson ____
- showing **disrespect** to others ____
- **refusing** to do any work ____
- using **profane** language ____
- **not cooperating** ____
- coming to class **unprepared** ____
- making distracting **noises** ____
- **damaging** classroom material ____
- **arguing** with the teacher ____
- **leaving** the **classroom** without permission ____
- **refusing to leave** the classroom ____
- bringing a **dangerous object** to class ____
- wearing **offensive clothing** ____
- wearing **clothing** inappropriately ____
- **hurting** another person, **fighting** ____
- **endangering** the **safety** of a teacher ____
- **endangering** the **safety** of classmates ____

Other : _____

Teacher: _____ Date: _____ Time: _____ Period: _____

Three warnings were given ____ The student **cooperated** and left immediately ____ The student **did not cooperate** and **refused to leave** ____

✂ -

CLASSROOM INCIDENT REPORT

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- coming to class **unprepared** ____
- making distracting **noises** ____
- **damaging** classroom material ____
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- wearing **clothing** inappropriately ____
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Other: _____

Teacher: _____ Date: _____ Time: _____ Period: _____

Three warnings were given ____ The student **cooperated** and left immediately ____ The student **did not cooperate** and **refused to leave** ____

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Class List

Class: _____

NAME	FORM	☎		
1.				
2.				
3.				
4.				
5.				
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9.				
10.				
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29.				
30.				
31.				
32.				
33.				
34.				

Homework Record

Class: _____

Student Name / *Homework:*																				

Student/Teacher Contract

THE CONTRACT

I, _____, **agree** to perform the following tasks to the best of my ability: _____

_____

_____

_____

_____

_____

_____ guarantees that I will receive the following **privileges/rewards** if I accomplish the above tasks:

1._____

2._____

3._____

This contract is binding to both parties for the **period** of _____ to _____

This contract will be **REVIEWED** on the following date : _____

Date signed: _____

Student Signature: _____

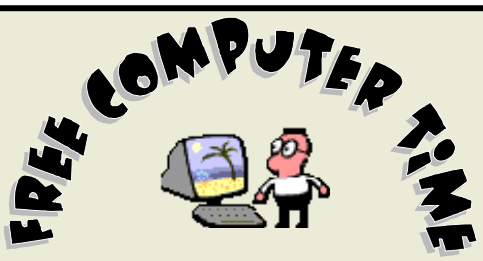
Teacher Signature: _____

The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____

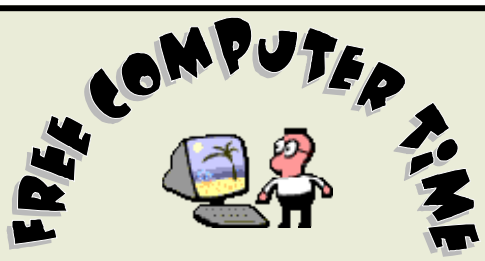
The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____



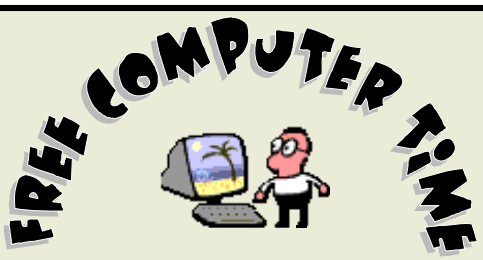
The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____



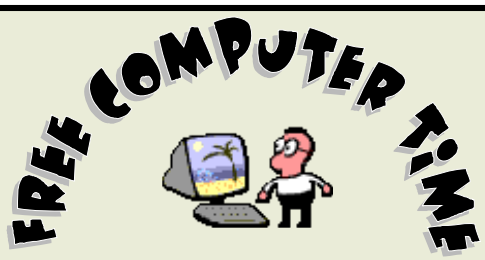
The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____



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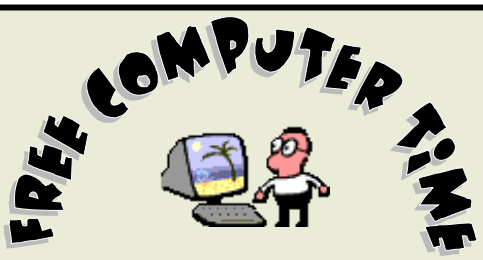
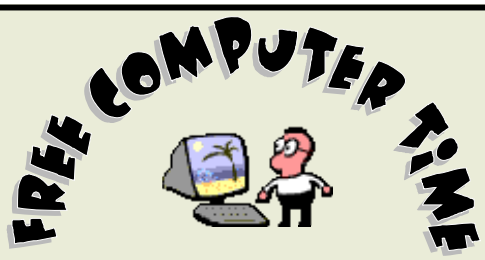
Signed: _____



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer.**

Signed: _____

Tracking Sheet

TRACKING SHEET

TRACKING SHEET

Tracking Sheet

Tracking

Tracking

Student Name							

Teacher:

Parent Contact

Parent	DATE	Comments

INCIDENT REPORT

Date: _____

Student Name: _____

Time of Incident: _____

Describe in detail **what happened** and **why,** in your opinion, it happened.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Did anyone else **see** what happened? _____

Was anyone **hurt**? _____

What **strategies** could have been used in order to **avoid** this incident?

_____

_____

_____

_____

STAFF Notes: _____

_____

_____

_____

_____

Student Anecdotals

Name: _____

DATE	NOTES AND OBSERVATIONS

1000 Ideas FOR Writing

1. **If I could become invisible...**
2. This is my father's/ mother's job.
3. Reasons why people lie.
4. Reasons for going to church.
5. These are the reasons why I don't go to church.
6. The meaning of "freedom".
7. I will tell you a story that is only half true.
8. Why do nations wage wars?
9. There will be peace on earth only when...
10. **I have something to tell you teacher.**
11. Did you know that...
12. The scariest thing that ever happened to me.
13. I once had a scary dream.
14. The strangest dream I ever had.
15. I believe in God.
16. I don't believe in God because...
17. The meaning of Christmas.
18. Hockey is my life.
19. I get scared when...
20. **I wish that I could...**
21. I am happy when...
22. I am sad when...
23. The things that get me upset.
24. My favorite subject.
25. My least favorite subject.
26. I just can't seem to get along with anyone
27. The things that bug me.
28. Why is it that...?
29. This is my family.
30. **When I grow up.**
31. Our most interesting substitute teacher.
32. My most embarrassing moment.
33. I watch too much television
34. The most interesting place that I have ever visited.
35. What I would do if I were rich.
36. My three wishes.
37. What I think about gambling.
38. My best friend.
39. Friendship is...
40. **Why I think friendships are important.**
41. This is my home.
42. I play a musical instrument.
43. My experience at the hospital.
44. Things that I like about our school.
45. Things that I don't like about our school.
46. This is my favorite sport.
47. I would like to tell you about my class.
48. These are some things that I do very well.
49. The proudest moment of my life.
50. **The saddest moment of my life.**
51. **The happiest moment of my life.**
52. My accomplishments.
53. Why I like animals.
54. My favorite movie.
55. My favorite television show.
56. My fondest school memory.
57. The person that I admire.
58. The most interesting person that I have ever met.
59. The biggest mess that I ever got myself into.
60. **My fondest childhood memory.**
61. This is my hobby.
62. My biggest goal in life.
63. Things are not going well for me right now.
64. My parents.
65. My religion.
66. My first flight.
67. I like..., and these are the reasons why.
68. I very much dislike..., because...
69. My life as a citizen of a new country.
70. **What I think about vandalism, drugs and smoking.**
71. Ways in which troubled kids can be helped.
72. Reasons why people argue.
73. The best book that I ever read.
74. This book was really bad.
75. I often get frustrated.
76. Dear teacher, I would like to ask you some questions.
77. Dear teacher, there is something that you need to know.
78. When I turn 16.
79. When I become an adult this is what I will be like.
80. **My future wife.**
81. My future husband.
82. If I could change the world I would do the following.
83. My wish.
84. The present that I would like to receive.
85. Qualities that I look for in a friend.
86. The greatest summer ever.
87. The greatest vacation ever.
88. I like cars.
89. My favorite and least liked foods.
90. **I have a disability.**
91. When I take a long look in the mirror this is what I see.
92. What I would like to do when I get older.
93. How the problem of hunger can be solved.
94. The problem of crime can be eliminated by...
95. If I could live anywhere in the world it would be...
96. Music is an important part of my life.
97. Why are so many people selfish, greedy and unfriendly?
98. Things that I like doing.
99. The things that really bother me.
100. **My favorite music group.**

HOMEWORK NOT DONE

Just a brief note to inform you that _____ has not completed the following homework:

Subject:	
Assigned on:	
Due on:	
Homework:	
Teacher:	
Parent Signature: _____	Date: _____

Homework Not Done !

Just a brief note to inform you that _____ has not completed the following homework:

Subject:	
Assigned on:	
Due on:	
Homework:	
Teacher:	
Parent Signature: _____	Date: _____

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OFTEN USED PREFIXES

Prefix	Meaning	Example
a	not	**a**septic, **a**symmetrical
ab	away from	**ab**normal, **ab**sent
anti	against	**anti**biotic**, anti**freeze
auto	self, alone	**auto**matic**, auto**mobile
bene	good	**bene**ficial, **bene**fit
bi	two, double	**bi**cycle, **bi**centennial
bio	life	**bio**logy, **bio**sphere
cent	hundred	**cent**ury, **cent**urion
centi	hundredth	**centi**meter
circum	around	**circum**ference
co	with, together	**co**operate
com	with	**com**passion, **com**bine
con	with	**con**nect
contra	against	**contra**dict
deci	tenth	**deci**meter
deca	ten	**deca**gon
dia	through	**dia**gonal, **dia**meter
dis	apart	**dis**locate, **dis**mantle
eco	earth	**eco**logy, **eco**system
equi	equal	**equi**lateral, **equi**librium
ex	former	**ex**-wife, **ex**-president
hemi	half	**hemi**sphere
hyper	above, over	**hyper**active
il/im	not	**in**correct, **ir**resistible
in/ir	not	**in**correct, **ir**resistible
inter	between, among	**inter**state, **inter**national
magni	great, large	**magni**fy, **magni**ficent
mega	great	**mega** city, **mega**phone
micro	small	**micro**scope

Prefix	Meaning	Example
mid	half	**mid**way, **midd**le
mini	very small	**mini**skirt
mis	wrong	**mis**spell, **mis**understand
mono	one, single	**mono**theistic, **mono**logue
multi	many	**multi**national
non	not	**non**conformist, **non**entity
over	too much	**over**run
pan	all	**pan**-American
para	beside, guard	**para**llel, **para**chute
penta	five	**penta**gon
per	throughout	**per**fect, **per**vade
poly	many	**poly**gon
port	carry	**port**age
post	after	**post**pone, **post**graduate
pre	before	**pre**pare, **pre**dict
pro	forward, supporting	**pro**gress, **pro**pel, **pro**fess
quad	four	**quad**rilateral
re	again, back	**re**consider
semi	half, partly	**semi**detached **semi**private
sub	below, under	**sub**marine, **sub**merge
super	above	**super**man, **super**natural
tele	far	**tele**phone**,** tele**vision**
trans	across, over	**trans**port, **trans**plant
tri	three	**tri**angle, **tri**cycle
ultra	beyond	**ultra**sound, **ultra** light
un	not, uncertain	**un**educated, **un**bearable
under	below	**under**used
uni	one	**uni**versal, **uni**cycle

Amazing!

Superb!

Unbelievable!

INCREDIBLE!

Awarded to:

_____

For: _____

_____ _____

Signature **Date**

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Class Participation Award

Presented to:

_____

_____ _____

Signature **Date**

_____

School

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SUBJECT: _____

EVALUATION OF:

FINAL MARK = = % =

_____ Name: _____ Parent Sig. _____

Achievement Level	**R**			**1**			**2**			**3**			**4**		
Letter Grade		**R**		D⁻	**D**	D+	C⁻	**C**	C+	B⁻	**B**	B+	A⁻	**A**	A+
Score in (%)	Below 50 %			50-52	**53-56**	57-59	60-62	**63-66**	67-69	70-72	**73-76**	77-79	80-84	**85-89**	90-100
Achievement Level	**Remediation**			**Below**			**Low**			**Average**			**High**		
Achievement Level Definition	The student **has not** demonstrated the required knowledge and skills.			The student has demonstrated **some** of the required knowledge and skills **in limited ways.**			The student has demonstrated **some** of the required knowledge and skills.			The student has demonstrated **most** of the required knowledge and skills.			The student **has** demonstrated the required knowledge and skills.		
Marks Assigned		**0**			**1**			**2**			**3**			**4**	

CRITERIA	**Mark**
TOTAL MARK:	

Comments:

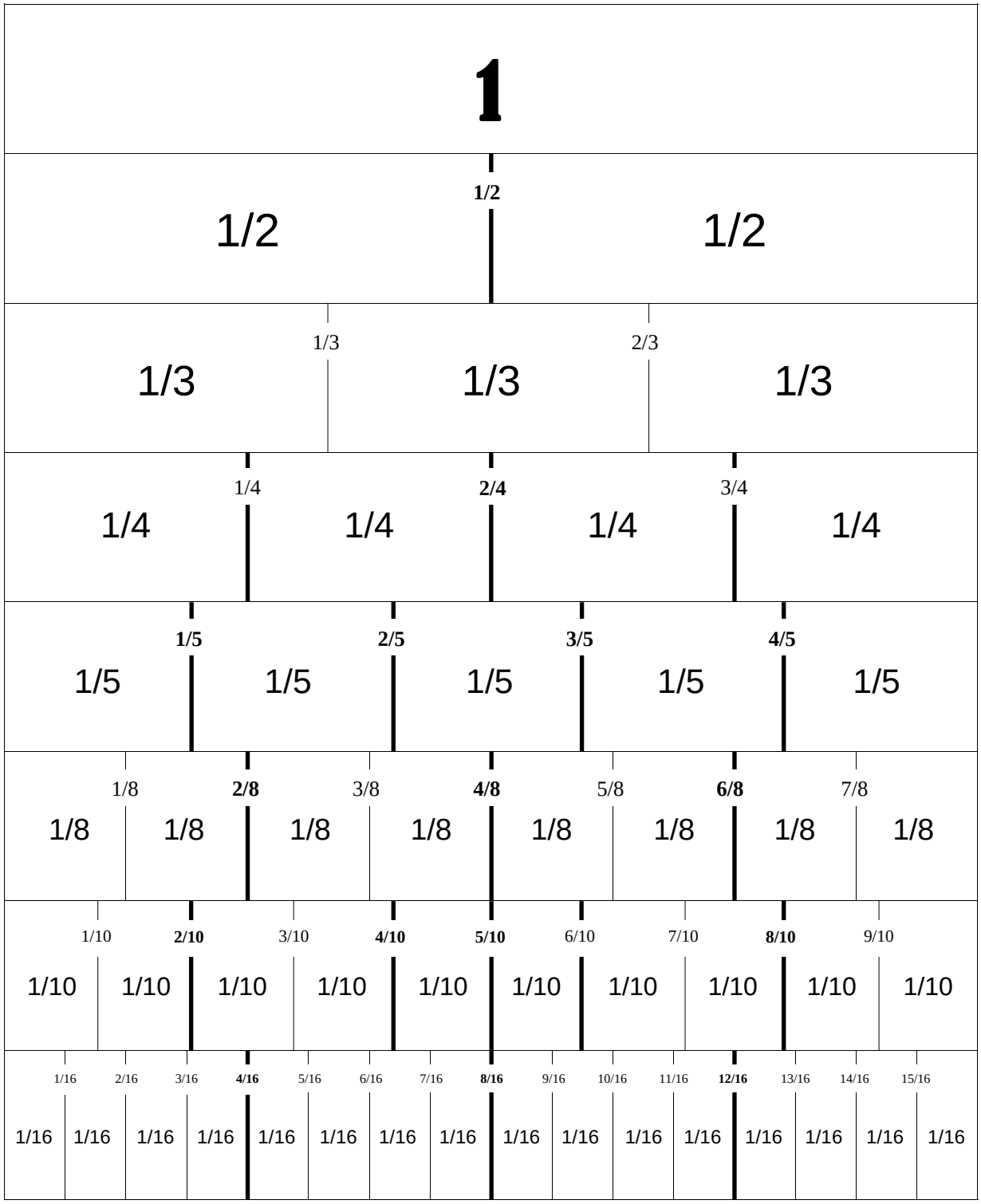
Multiplication Table

to 12

×	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

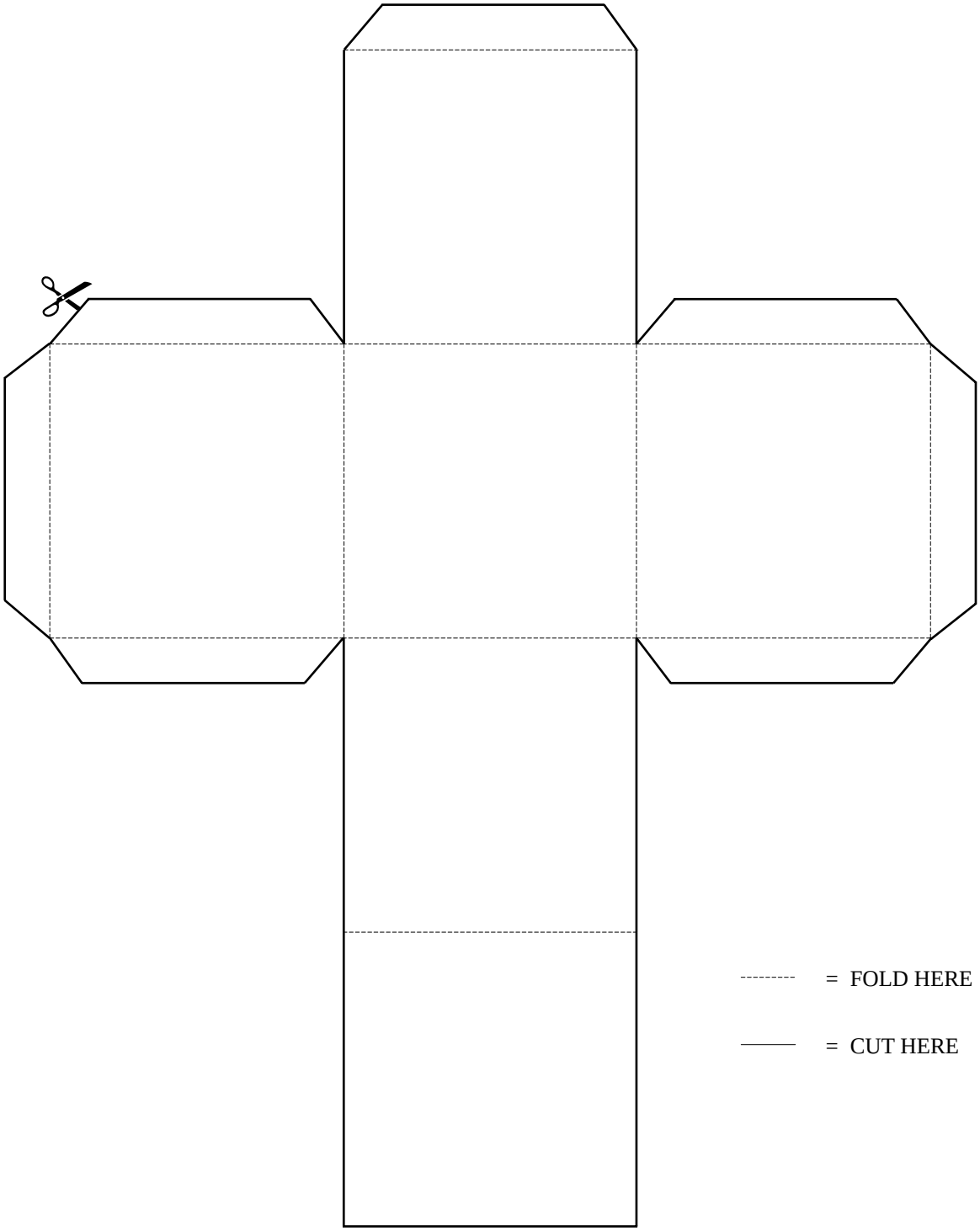
FRACTIONS

FRACTIONS



CUBE NET

CUBE NET



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——— = CUT HERE

Writing Numbers

ANSWER SHEET

Use this ANSWER SHEET to help you find the correct spelling of number words.

Number	CORRECT SPELLING
1	ONE
2	TWO
3	THREE
4	FOUR
5	FIVE
6	SIX
7	SEVEN
8	EIGHT
9	NINE
10	TEN
11	ELEVEN
12	TWELVE
13	THIRTEEN
14	FOURTEEN
15	FIFTEEN
16	SIXTEEN
17	SEVENTEEN
18	EIGHTEEN
19	NINETEEN
20	TWENTY
30	THIRTY
40	FORTY
50	FIFTY
60	SIXTY
70	SEVENTY
80	EIGHTY
90	NINETY
100	ONE HUNDRED
200	TWO HUNDRED
1,000	ONE THOUSAND
2,000	TWO THOUSAND
1,000,000	ONE MILLION
1,000,000,000	ONE BILLION

Writing Numerals

1	**I**	One
2	**II**	Two
3	**III**	Three
4	**IV**	Four
5	**V**	Five
6	**VI**	Six
7	**VII**	Seven
8	**VIII**	Eight
9	**IX**	Nine
10	**X**	Ten
11	**XI**	Eleven
12	**XII**	Twelve
13	**XIII**	Thirteen
14	**XIV**	Fourteen
15	**XV**	Fifteen
16	**XVI**	Sixteen
17	**XVII**	Seventeen
18	**XVIII**	Eighteen
19	**XIX**	Nineteen
20	**XX**	Twenty
21	**XXI**	Twenty-one
22	**XXII**	Twenty-two
23	**XXIII**	Twenty-three
24	**XXIV**	Twenty-four
25	**XXV**	Twenty-five
26	**XXVI**	Twenty-six
27	**XXVII**	Twenty-seven
28	**XXVIII**	Twenty-eight
29	**XXIX**	Twenty-nine
30	**XXX**	Thirty
40	**XL**	Forty
50	**L**	Fifty
60	**LX**	Sixty
70	**LXX**	Seventy
80	**LXXX**	Eighty
90	**XC**	Ninety
100	**C**	One Hundred
200	**CC**	Two Hundred
300	**CCC**	Three Hundred
400	**CD**	Four Hundred
500	**D**	Five Hundred
600	**DC**	Six Hundred
700	**DCC**	Seven Hundred
800	**DCCC**	Eight Hundred
900	**CM**	Nine Hundred
1000	**M**	One Thousand

Name: _____

300 MOST OFTEN USED WORDS

1. **A**
2. Able
3. Above
4. Add
5. After
6. Again
7. Against
8. Ago
9. Air
10. All
11. Almost
12. Along
13. Also
14. Always
15. An
16. And
17. Animal
18. Another
19. Answer
20. Any
21. Are
22. Around
23. As
24. Asked
25. At
26. Away
27. **Back**
28. Be
29. Because
30. Become
31. Been
32. Before
33. Began
34. Behind
35. Being
36. Below
37. Better
38. Between
39. Big
40. Black
41. Body
42. Book
43. Both
44. Boy
45. Brought
46. But
47. Buy
48. By
49. **Called**
50. Came
51. Can
52. Cannot
53. Car
54. Change
55. Children
56. City
57. Close
58. Cold
59. Come
60. Could
61. Cut
62. **Day**
63. Did
64. Didn't
65. Different
66. Do
67. Does
68. Dog
69. Done
70. Don't
71. Door
72. Down
73. Draw
74. **Each**
75. Early
76. Earth
77. Eat
78. End
79. Enough
80. Even
81. Ever
82. Every
83. Family
84. Far
85. Father
86. Feet
87. Few
88. Find
89. First
90. Five
91. Food
92. For
93. Found
94. Four
95. From
96. Front
97. **Gave**
98. Get
99. Give
100. Go
101. Going
102. Good
103. Got
104. Great
105. Grow
106. Had
107. Half
108. Hand
109. Hard
110. Has
111. Have
112. He
113. Head
114. Hear
115. Heard
116. Help
117. Her
118. Here
119. High
120. Him
121. His
122. Home
123. House
124. How
125. **I'm**
126. If
127. In
128. Inside
129. Into
130. Is
131. Isn't
132. Its
133. It's
134. I'll
135. Just
136. Keep
137. Kind
138. Knew
139. Know
140. **Large**
141. Last
142. Later
143. Learn
144. Learned
145. Left
146. Less
147. Let
148. Letter
149. Life
150. Light
151. Like
152. Little
153. Live
154. Lived
155. Look
156. Love
157. **Made**
158. Make
159. Man
160. Many
161. May
162. Me
163. Men
164. Might
165. Money
166. More
167. Most
168. Mother
169. Move
170. Much
171. Must
172. My
173. Name
174. Need
175. Never
176. New
177. Next
178. No
179. Not
180. Nothing
181. Now
182. **Of**
183. Off
184. On
185. One
186. Only
187. Open
188. Or
189. Other
190. Our
191. Out
192. Over
193. Own
194. **Page**
195. People
196. Picture
197. Play
198. Place
199. Point
200. Put
201. **Read**
202. Really
203. Remember
204. Right
205. Room
206. Run
207. **Said**
208. Same
209. Saw
210. Say
211. School
212. See
213. Seen
214. Sentence
215. She
216. Short
217. Should
218. Side
219. Since
220. Small
221. Snow
222. So
223. Some
224. Something
225. Soon
226. Still
227. Story
228. Study
229. Such
230. Sun
231. Sure
232. **Table**
233. Take
234. Tell
235. Than
236. That
237. The
238. Their
239. Them
240. Then
241. There
242. These
243. They
244. Thing
245. Think
246. This
247. Those
248. Though
249. Time
250. To
251. Today
252. Together
253. Told
254. Too
255. Took
256. Top
257. Toward
258. Tree
259. True
260. Try
261. Turn
262. Two
263. **Under**
264. Until
265. Up
266. Us
267. Use
268. Usually
269. **Very**
270. **Want**
271. Was
272. Water
273. Way
274. We
275. Well
276. Went
277. Were
278. What
279. When
280. Where
281. Which
282. While
283. White
284. Who
285. Whole
286. Why
287. Will
288. Wind
289. With
290. Without
291. Words
292. Work
293. World
294. Would
295. Write
296. **Year**
297. Yet
298. Yes
299. You
300. Young

Name: _____

CREATIVE LETTERS

Write each of your spelling words in a creative, colorful, and unusual font style, using different shapes, sizes, ideas, and a lot of imagination! Your teacher may want you to do this activity on a different sheet of paper.

My words: _____

_____

_____

Positive Comment Strips

Use this activity near the end of the school year to help build student self-esteem. Provide your students with one or more copies of this page and instruct them to write one **positive comment** about every person in the classroom on each of the outlined strips (*teacher included*). Emphasize that harmful comments are not appropriate and will be screened and discarded. When all comments are completed, they are to be cut into strips, handed in to you, inspected, collated, and stapled. Lastly, present your students with their own package of "feel good", positive comments and just watch the smiles!

Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:
Name	Comment:

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Contact email: info@timesaversforteachers.com

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